

TEWKSBURY HOUSING AUTHORITY
REGULAR MEETING
April 14, 2014

MEETING OPENED: 4:10 pm

PRESENT: Louise A. Gearty, Chairman; John Deputat, Vice Chairman; Marc DiFruscia, Treasurer; Robert Demers, State Appointee; Melissa Maniscalco, Executive Director

ABSENT: Linda Brabant, Assistant Treasurer

1. Motion by Bob Demers, seconded by John Deputat, to approve the minutes of March 10, 2014 as presented. **Upon roll-call the motion passed by a vote of 4-0.**
2. Motion by Marc DiFruscia, seconded by Bob Demers, **unanimously voted to authorize and approve bills for April 2014.**

a) The Executive Director reviewed with the board the Budget Comparatives received by the authority's fee accountant, Richard Conlon, for the period 1/1/14 to 2/28/14. She explained that on the 400-1 program the labor costs and contract costs are over budget. This is due to the excessive snow we had over the winter. DHCD has issued a snow removal reimbursement which will recover those costs.

b) DHCD released notices 2014-04, 2014-08 and 2014-09. Notice 2014-04 is about the preventative maintenance monthly reminders. The reminders were passed out by the director to all maintenance personnel. 2014-08 is a notice about DHCD's guidelines for smoke free housing policies. Some authorities expressed interest in developing smoke free housing. In turn, DHCD issued these guidelines to assist authorities who choose to implement a smoke free housing policy. 2014-09 is a notice about the increased amount of snow that fell over the winter. DHCD is offering a snow removal cost initiative. This will be a onetime budget exemption of \$31.00 per state aided unit. THA has taken advantage of this initiative and will request a DHCD subsidy in the amount of \$4,898.00.

3. A motion was made by John Deputat, seconded by Bob Demers to approve to submit a snow removal subsidy request to DHCD in the amount of \$4,898.00 and to submit State Budget Revision #1 to help offset the snow removal costs for the winter of 2013-2014. **Upon Roll-call the motion passed by a vote of 4-0.**

TEWKSBURY HOUSING AUTHORITY
REGULAR MEETING
April 14, 2014

- c) The Director presented the MassNHARO Newsletter for April. The newsletter had information in it regarding MassNHARO's annual conference in May. There was a brief update on the reform legislation just stating that MassNHARO is continuing to work hard to draft a compromise bill.

- d) The director informed the board of unit vacancies. Units 6 and 28 Carnation Dr. are vacant. The tenant from 23 Carnation Dr. put in a request for reasonable accommodation. He is in need of a walk-in shower. The director informed the board that unit 6 CD needed bathroom rehab upon turnover, she thought it would be beneficial to put the walk-in shower in that bathroom and to transfer the tenant in #23 to that unit. Corinne is working on lining up tenants for units 28 and 23. There are no other vacancies at this time.

- e) The director informed the board that she had passed all three MCPPO training classes. She is now eligible and would like to apply for her MCPPO Designation. It would involve her driving into Boston to the Office of the Inspector General to submit her application.

- f) The director has received correspondence from DHCD approving her Executive Director's contract in the amount of \$60,696.00 for a period of one year. This contract is on a conditional basis and will automatically terminate if legislation dissolving housing authorities become effective any time after June 30, 2014.

- g) The Villa at Meadowview (202 project) continues to stay on schedule. They are expecting to occupy units by July 1, 2014. We began marketing for the lottery. Applications will be accepted until May 9, 2014 and a computer generated lottery will be held on May 21, 2014. A public informational meeting will be held on April 16, 2014 at 6:30pm at the Saunders Circle Community Hall.

- h) The hall renovation at Carnation Dr. is about 95% complete. The contractor, TED Contracting, has submitted the front door assembly to the architect and it is on order and will be installed when delivered. When he returns to install the door he will complete the pavement and parking area outside.

- i) The Pondview Lane Siding Project is under way. Roy Way is completed and the siders are working on 1 Pondview Ln. and have started stripping 4 Pondview Ln.

TEWKSBURY HOUSING AUTHORITY
REGULAR MEETING
April 14, 2014

j) The director informed the board that the architect, Antonio Gomes Architect, for the Saunders Circle roof project submitted his 100% construction documents to DHCD for approval. The documents were approved and the job has been put out to bid. The bid date is May 1, 2014. There is a site walk through scheduled for April 24, 2014 at 10:00am.

k) The director informed the board that due to limited funding from the CFP grants for the Delaney Dr. bathroom renovations project, she broke the cost down by unit price and had funds to put 23 units out to bid. When the bid results were listed, the low bid came in from Danco Management, Inc. in the amount of \$96,680.00, slightly higher than the \$94,420.00 that was available to spend. After speaking with the fee accountant, Rich Conlon, he agreed that the balance of \$1,260.00 could come from the operating reserves.

4. Motion by Marc DiFruscia, seconded by Bob Demers to approve the low bid for the renovation of 23 bathrooms at Delaney Dr. from Danco Management, Inc of Peabody, MA in the amount of \$96,680.00. **Upon Roll-call the motion passed by a vote of 4-0.**

l) The director informed the board that the Carnation Dr. Window Replacement Project has been assigned by DHCD to Nee Koo Dah architect. The project will consist of replacing all 80 bedroom windows in the development. The existing windows consist of single casement side sliding windows, all of which are the original windows. The project will consist of replacing those windows with two double hung energy star rated windows.

m) HUD posted CFP funds for 2014. The Tewksbury housing will receive \$50,778.00. The money was originally earmarked in the 5yr plan for bathroom renovations. Due to extremely low Operating Reserves the director would like to place the CFP 2014 funds into operations to boost up the reserves.

5. Motion by John Deputat, seconded by Marc DiFruscia to approve to place the 2014 CFP grant money into Operations. \$900.00 will be placed into Administration and \$49,878.00 will be placed into Operating for a total grant of \$50,778.00. **Upon Roll-call the motion passed by a vote of 4-0.**

TEWKSBURY HOUSING AUTHORITY
REGULAR MEETING
April 14, 2014

n) Due to a revision in CFP 2014, the 5yr plan needs to be updated. The plan will be adjusted by placing the 2014 grant money into operations then revising the remaining years to include bath renovations for 2015, new front doors in 2016, new storm doors and steep hill landscaping in 2017, and fire alarm upgrade in 2018.

6. Motion by Marc DiFruscia, seconded by Bob Demers to approve to submit a revised 5yr plan to include placing the 2014 CFP grant money into Operations and then revising the remaining years to include bath renovations for 2015, new front doors in 2016, new storm doors and steep hill landscaping in 2017, and fire alarm upgrade in 2018. **Upon Roll-call the motion passed by a vote of 4-0.**

o) The director presented CFP 2012 revision #2 to include an adjustment to fees and costs. There was \$3,500.00 placed into fees and costs, with \$900.00 in administration and \$45,113.00 in dwelling structures for the bathroom renovation project for a total grant of \$49,513.00. The total cost for the architect is \$6,400.00. All but \$600.00 of his fee will be paid out of CFP 2011. CFP 2012 fees and costs needs to be reduced by \$2,900.00, those funds will be placed into dwelling structures. The revision will place \$900.00 in administration, \$600.00 in fees and costs and \$48,013.00 in dwelling structures.

7. A motion made by John Deputat, seconded by Bob Demers to approve revision #2 to CFP 2012 to place \$900.00 into administration, \$600.00 in fees and costs and \$48,013.00 into dwelling structures. **Upon Roll-call the motion passed by a vote of 4-0.**

8. A motion was made by John Deputat, seconded by Marc DiFruscia to adjourn the meeting. **Upon Roll-call the motion passed by a vote of 4-0.**

Meeting adjourned 5:00 P.M.

Minutes Approved on 5/12/14